



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Detention Officer I	Department: Sheriff	
Pay Grade: 109	Revised: 7/1/15	

General Description

The purpose of this job/class within the organization is to ensure security and safety of officers and inmates. This entails enforcement of policies and rules that are set by the administration to keep order between the inmates.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Books new inmates, performing such duties as conducting criminal history and medical background checks, classifying inmates, issuing clothing and supplies, preparing inventories of personal property, entering all pertinent booking data into computer, taking I.D. photographs, fingerprinting, assigning quarters, etc. Performs inmate release procedures as directed.

Patrols facility; conducts inmate head counts; searches inmates and their quarters for contraband; monitors security cameras and radio communications; and performs various other duties to ensure the safety and security of inmates, staff and the general public.

Supervises the activities and work assignments of inmates, enforcing inmate rules and regulations. Transports inmates from one section of the Center to another, to job sites and to and from court, medical facilities, etc., as necessary. Ensures inmates receive meals and opportunities for exercise at proper times and are provided personal supplies and medications as directed by medical. Receives and responds to inmates' inquiries, requests and complaints.





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Observes inmate behavior; settles disputes between inmates; responds to all situations which pose a threat to inmates, staff or the public.

Supervises inmate visitation, meetings and religious services.

Supervises custodial tasks and food preparation as necessary.

Maintains accurate records and reports as required to document inmate activities and daily tasks. Attends scheduled training and educational classes.

Uses computer to record and retrieve inmate information and to prepare records and reports.

Receives, reviews, prepares and/or submits various records and reports including booking reports, release orders, incident reports, medical reports, commitments, warrants, inventory reports, daily activity logs, occupancy reports, visitation logs, various other logs and lists, finger print cards, etc.

Operates two-way radio, security system control panel, security cameras, and checks fire extinguishers.

May use computer, printer, copier, calculators, telephone, first aid equipment and supplies, fingerprint kit, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks; inspects various equipment for safety and proper working condition.

Interacts and communicates with various groups and individuals such as immediate supervisor, Assistant Administrator, Administrator, co-workers, volunteers, clergy, inmates and their families, attorneys, other law enforcement agencies, medical personnel, judges/magistrates, various federal and state agencies.

Additional Duties:

Answers telephone.

Provides courtroom security as needed.

Assists with distributing meals to inmates.

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Performs related duties as required.

Participates in training.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks with or signals to people to convey or exchange information of a general nature.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic addition and subtraction, such as making change or measuring.

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Communications Requirements:

Communications involves the ability to read, write, and speak including completing reports and explaining policies to the public both in person and on the phone.

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. On occasion may have physical confrontation with inmates.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to extreme noise levels.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.





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Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Must be 21 years or older.

Special Certifications and Licenses:

Must maintain required level of proficiency in the use of Oleoresin Capsicum spray, taser, and defensive tactics. Must possess a valid state driver's license.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

